

STATE OF NEW HAMPSHIRE
RFP 2011 - SAS
REQUEST FOR PROPOSALS – STATISTICAL/ACTUARIAL SERVICES

INTRODUCTION

The New Hampshire Insurance Department (NHID) is requesting proposals for a Contractor to perform statistical and actuarial services for the NHID. With the passage of SB 12 (Chapter 241, approved July 13, 2011) the Legislature established that the Medical Malpractice Panel and Insurance Oversight Committee should continue its work until December, 2013. The committee reviews and analyzes information related to medical injury liability claim activity in order to determine the effectiveness of mandatory screening panels for medical injury claims in affecting medical malpractice insurance premiums. This information is provided to the committee by the insurance commissioner in annual reports, due November 1 of each year, along with interim reports as requested by the committee. In 2005, the commissioner adopted Ins 3800 to facilitate the collection of data from insurers in order to prepare the required reports.

The NHID seeks assistance with the compilation and preparation of analytical reports which will be relied upon by the committee and others to assess the effectiveness of screening panels. In particular the Contractor will populate the claim data base used to store the data records received from insurers, create and update spreadsheets and other diagnostic tools to help analyze the claim frequency and severity trends and possible influences on medical malpractice insurance premiums, and assist in preparing the reports published by the commissioner as required by RSA 519-B:14. This arrangement will continue through November 1, 2011, with the option to renew the contract. All work will be performed at the office of the NHID using department equipment and resources.

GENERAL INFORMATION/INSTRUCTIONS

Sealed envelopes containing three copies of the proposal will be received until 4:30 p.m. local time, on August 19, 2011, at the New Hampshire Insurance Department, 21 South Fruit Street, Suite 14, Concord, New Hampshire, 03301. Sealed envelopes should be clearly marked “Attn: David Withers, P&C Actuary, RE: RFP for Statistical and Actuarial Services.”

Alternatively you may e-mail your proposal as a PDF attachment to david.withers@ins.nh.gov. E-mailed proposals will be received until 4:30 p.m. local time, August 19, 2011.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder’s capabilities to satisfy the requirements of the RFP. Emphasis should be on the bidder’s experience with the use of Excel, Access, and other similar applications. Examples of work created by the bidder to demonstrate capabilities should be included in the proposals.

Evaluation of the submitted proposals will be accomplished as follows:

- (A) General. An evaluation team will judge the merit of proposals according to the general criteria defined herein.

Officials responsible for the selection of a Contractor shall insure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications.

Failure of the applicant to provide in its proposal all information requested in the Request for Proposal may result in disqualification of the proposal.

- (B) Specific. A comparative scoring process will measure the degree to which the proposal meets the following criteria:
- (1) Specific skills, knowledge and experience using database and spreadsheet applications such as Excel and Access. The proposal must include a summary of experience with such applications; examples of work created by the bidder to demonstrate capabilities are encouraged. (30 percent)
 - (2) Knowledge of property and casualty insurance. Knowledge of the development and use of insurance based performance metrics, actuarial concepts and applications. Good communication skills and demonstrated ability to work with others. The proposal must include a summary of experience. (20 percent)
 - (3) Time commitment. The proposal must specify the number of hours per week the Contractor will commit to the Department, the date the Contractor could start the engagement and if the Contractor is available until November 1 and beyond. (30 percent)
 - (4) Derivation of cost. The proposal should include the hourly or daily rate charged by the Contractor. The proposal should identify any out-of-pocket expenses the Contractor would expect the Department to cover. (20 percent)
- (C) Conflict of Interest. The applicant shall disclose any actual or potential conflicts of interest.
- (D) Other Information. The NHID will accept written questions related to this RFP from prospective bidders with the deadline being August 5, 2011. Questions should be directed to David Withers, P&C Actuary, New Hampshire Insurance Department. Alternatively, you may email your questions to Mr. Withers at david.withers@ins.nh.gov.

A consolidated written response to all questions will be posted on the NHID website www.nh.gov/insurance by August 12, 2011.

The successful bidders will be required to execute a state of New Hampshire Contract. A form P-37 contains the general conditions as required by state of New Hampshire purchasing policies and the Department of Administrative Services. Although this standard contract can be modified slightly by mutual agreement between the successful bidder and the NHID, all bidders are expected to accept the terms as presented in this RFP.

All proposals will be publically opened at the above stated date and time. Proposals received after the above date and time will not be considered. The state reserves the right to reject any or all proposals.